

NOTICE TO BOUNDARY LINE ADJUSTMENT APPLICANTS

Recording a Boundary Line Adjustment (BLA) map and other documents **does NOT convey property from the grantor to the grantee**, it only shows intent. The actual **conveyance must be done by deed**. If you are not familiar with the requirements for preparation of a quit claim, statutory warranty deed, or other legal means of conveyance of title and cannot execute same, you need to consult an attorney in order to make sure title is conveyed to the grantee **for your protection and to ensure that title is conveyed**.

If there is a mortgage or other lien on the title of the land being conveyed, you should contact the lender, mortgage holder, or lien holder regarding their legal rights and approval prior to execution of a BLA.

You may wish to contact an attorney regarding the appropriateness of a BLA if you are the grantor and your property is mortgaged.

If your parcel is in a special tax program such as **Open Space** Farm and Agricultural Land, Open Space Timber, or **Designated Forest Land**, or if you are getting a **Senior Exemption** on your taxes, you are encouraged to discuss any considered boundary line adjustments with the Assessor's Office **BEFORE** making those changes. Boundary line adjustments may involve undesired tax consequences. You may reach the Assessor's Office at (360) 740-1392.

Prior to recording final documents for this activity, all taxes and recording fees must be paid. Please contact the Lewis County Treasurer's Office and the Lewis County Auditor's Office for complete information.

F E E S :

\$575.00 minimum fee due at time of submittal*

<i>BLA Application Fee</i>	\$375.00
<i>Public Works Review Fee</i>	<u>\$200.00</u>
	\$575.00

Additional Fees:

<i>Environmental Health Review Fee (water)</i>	\$100.00
<i>Environmental Health Review Fee (septic)</i>	\$100.00
<i>Public Works Final map (Mylar) Review Fee</i>	\$150.00

Additional fees will be charged if the proposal requires final map review (Mylar), on-site sewage or water reviews.

LEWIS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue
Chehalis, WA 98532-2626

(360) 740-1146
FAX: (360) 740-1245

LEWIS COUNTY BOUNDARY LINE ADJUSTMENT APPLICATION

Fees: \$575.00 required at time of submittal

*****Is there an existing well(s) on the subject site(s)? [] YES [] NO**

*****Is there an existing SEPTIC SYSTEM on the subject site(s)? [] YES [] NO**

******(If YES - Environmental Review Fee(s) are/is Required at time of submittal.)******

Additional fees may be assessed if project requires review for Mylar, on-site septic, or water. Fees for those services will be billed and must be paid before the BLA will be approved or recorded. Possible additional fees include: Public Works final map (Mylar) review fee \$150, Environmental Health on-site septic review fee \$100 or Environmental Health on-water source review fee \$100

DATE OF APPLICATION: _____ BLA NUMBER _____

PLEASE COMPLETE THE FOLLOWING:

1. Name of Grantor/Seller _____

Mailing Address _____

Phone _____

E-Mail _____

Tax Parcel(s) _____

Plat _____ Lot _____

2. Name of Grantee/Purchaser _____

Mailing Address _____

Phone _____

E-Mail _____

Tax Parcel(s) _____

Plat _____ Lot _____

3. Size of the property to be included in the Boundary Line Adjustment:

Square feet _____ or Acres _____

4. Reason for adjusting boundary line:

- ☐ To correct survey or legal description
- ☐ To resolve dispute between adjacent property owners.
- ☐ Other (describe in detail – use extra sheet if necessary and attach)

5. Signatures of Grantor(s) and Grantee(s)

Grantor/Seller

Date _____

Grantor/Seller

Date _____

Grantee/Purchaser

Date _____

Grantee/Purchaser

Date _____

PROCESS FOR SUBMITTAL:

For each parcel involved the applicant shall submit original legal descriptions with the *adjusted legal descriptions (prepared and certified by a registered land surveyor or title company)* with five (5) copies of a map (Survey or Non Survey) meeting the requirements for recording by the Lewis County Auditor (8 point font or larger, 1 inch margins, black or blue ink, no pencil) to the Administrator for review.

Maps must meet one of the following criteria:

- Survey Maps: a professional survey map, a minimum of 8 ½ inches by 14 inches.
- Non-Survey Maps: sized a minimum of 8 ½ inches by 11 inches and no larger than 11 inches by 17 inches, drawn to a typical engineering/survey scale.

The map shall contain the following:

1. A label identifying the map as a “Boundary Line Adjustment”;
2. Reference the Boundary Line Application number on the face of the map;
3. A vicinity map;
4. The names and addresses of the Grantor and Grantee;
5. The boundary lines of the parcels prior to the BLA, clearly labeled;
6. The boundary lines of the parcels as adjusted by the BLA, clearly labeled;
7. The acreage of the parcels proposed following the BLA;
8. The Grantor parcel identified and labeled by the letter “A”;
9. The Grantee parcel identified and labeled by the letter “B”;
10. The portion being transferred identified and labeled by the letter “C”;
11. The location, width, and names of all existing streets, alleys, or easements within the tract or adjacent thereto and indication as to whether they be public or private;
12. The location of existing structures, fences, buildings and improvements within 25 feet of the boundary line(s) being altered;
13. The location of natural features such as water bodies, rivers, steep slopes and wetlands within 25 feet of the boundary line(s) being altered;
14. The date and north arrow;
15. Survey maps shall also contain:
 - i. Name of land surveyor or engineer,
 - ii. Any monuments and markers of record, a minimum of two corners must be set,
 - iii. A signature block for the approval and signature of the Administrator, and the date signed;
16. The following statement and signature block:

This Boundary Line Adjustment is requested and approved by the undersigned, who certify that they are the owners of the respective parcels identified in this Boundary Line Adjustment:

_____	Dated _____
Grantor	
_____	Dated _____
Grantee	

17. The following notice shall appear on the face of the BLA map:

This Boundary Line Adjustment shall not create any additional building lot, tract, parcel, building site or division nor create any building lot, tract, parcel, building site, or division, which contains insufficient area and dimension to meet minimum requirements for a building site, the portion being transferred shall be combined with the Grantee's parcel. All newly configured lots must comply with applicable standards for sewage disposal and provisions of water contained in Title 8 LCC and Title 70 RCW.

Once the final map is approved and signed by the planning department, the following items will need to be recorded with the Auditor's office:

1. The final map
2. Signed & Notarized BLA Declaration and Covenants form
3. New certified legal descriptions of all properties incorporated in the BLA
4. Non-Survey maps will require a Recording Cover Sheet.

If the boundary line adjustment is exempt from subdivision regulations per Chapter 58.17 RCW and Title 16 LCC and the adjustment does not create any additional building lot, tract, parcel, building site or division nor create any building lot, tract, parcel, building site, or division which contains insufficient area and dimension to meet minimum requirements for a building site, and the adjustment meets all other requirements and conditions of the Lewis County Code and applicable state laws, the Administrator shall approve the application provided that the portion being transferred shall be combined with the Grantee's parcel.

If the proposed property transfer creates an additional building lot, tract, parcel, building site or division or is otherwise subject to the requirements of a subdivision, is not in the public interest, or is not consistent with the Lewis County Code or state law as defined under Chapter 58.17 RCW, the Administrator shall **deny** the application.

Notice: Prior to recording final documents for this activity, all taxes and recording fees must be paid. Please contact the Lewis County Assessor's Office and the Lewis County Treasurer's Office for complete information.

PERMISSION TO ENTER

Date

Lewis County Community Development Department
Lewis County Health & Social Services (Environmental Health)
2025 NE Kresky Avenue
Chehalis, WA 98532

I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1) _____; 2) _____; 3) _____;
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:

_____; and _____;
(site address/location) (tax parcel number)

By my signature below, permission is granted for representative(s) of the Community Development and Public Health Departments (Planning, Environmental, and Building sections) to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Prior notification of the date of inspection(s) will take place is:

[] Not required [] Required: - () _____ - _____ (Must provide phone number where applicant/representative can be reached)

Name as listed on Application
(Please Print)

Signature

Mailing Address of Signatory (Street / P.O. Box)

Name of individual signing this document
(☐ Property Owner or ☐ Authorized Agent)

City, State, Zip

LEWIS COUNTY - BOUNDARY LINE ADJUSTMENT

DECLARATION AND COVENANTS

Grantor: 1. _____ 2. _____
(type or print) (type or print)

Grantee: 3. _____ 4. _____
(type or print) (type or print)

Legal Description: ¼ sec. _____ sec. _____ Township _____ Range _____

Tax parcel #s _____

PUBLIC NOTICE IS HEREBY GIVEN:

THAT WE THE UNDERSIGNED, are the owners of the land described by this declaration and are seeking approval by the Planning Division of the herein described adjustment of land known as Boundary Line Adjustment #BLA_____subject to the following conditions and covenants:

1. That all subsequent deeds will contain provisions for private roads in a manner described herein.
2. That all maintenance of any private road described by this declaration shall be by the owners of the parcels having legal access there from or their heirs, assigns, or successors, unless and until such road is improved to the current public road standards and dedicated to and accepted by the appropriate governmental jurisdiction.
3. That any private road will be subject to the further right of the grantor or his successor and of any telephone, electric, gas, water, or sewer company, public or private, to lay or cause to be laid and to the right of ingress or egress for the purpose of maintaining telephone, electric, gas, water or sewer pipes, mains, or conduits across a described portion of such road.
4. That with respect to any private road described by this declaration whether it remains private or becomes a dedicated road, there is the additional right of the Grantor or his Successor to make all necessary slopes for cuts and fills; and the drainage of said roads and ways over and across any parcel(s) where the water might take an natural course upon reasonable grading pursuant to improvements for the dedication of the roads and ways shown herein shall be allowed to continue. Following reasonable grading pursuant to improvement for dedication of the roads and ways shown herein, no drainage water on any parcel(s) shall be diverted or blocked from their natural course so as to discharge upon any public rights-of-way or hamper proper road drainage.
5. That the adjusted legal description of each of the tracts being adjusted hereto and incorporated by reference as though fully set out herein.
6. That additional covenants, easements, restrictions, if any, solely for the benefit of the grantor, and his heirs, successors, and assigns enforceable only by such person, are attached hereto either as exhibits(s) _____ or as previously recorded under the Auditor’s File Number _____ and incorporated by reference as though fully set out herein.
7. We, the undersigned, hereby indemnify the approving government agency for all costs or damages including attorney fees incurred by or charged against that agency as a result of the signatory not being the owner of the property being adjusted.
8. We, the undersigned, hereby acknowledge that this Boundary Line Adjustment has been made with our free consent and in accordance with our desires

That these covenants are for the mutual benefit of the grantor and his heirs, successors and assigns and are for the further purpose of compliance with the resolutions and regulations of the appropriate local jurisdiction, and the local government and such person are specifically given the right to enforce these restrictions by injunction or other lawful procedure and to recover any damages resulting from such violation.

DATED this _____ day of _____, 20_____.

1. _____
Grantor (signature)

Type or print name

2. _____
Grantor (signature)

Type or print name

STATE OF WASHINGTON)
)ss
COUNTY OF LEWIS)

On this day personally appeared before me _____ to me known to be the individual(s) describe in and who executed the within and foregoing instrument, and acknowledge that _____ signed the same as _____free and voluntary act and deed, for the uses and purposes therein mentioned.

Approved by the Planning Division

NOTARY PUBLIC in and for the State of Washington residing at

Administrator Date